

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
JUNE 16 – 20, 2014**

MONDAY, JUNE 16, 2014

- | | | |
|----------|--|---|
| *2:00 pm | Solid Waste Board | Port & Resource Recovery
2561 S. Broadway |
| *3:00 pm | Housing Authority – MEETING CANCELLED | |
| *4:30 pm | Board of Adjustment | Room 391, Northern Building
305 E. Walnut Street |

TUESDAY, JUNE 17, 2014

- | | | |
|----------|-----------------------------------|---|
| *5:00 pm | Veterans Recognition Subcommittee | Room 201, Northern Building
305 E. Walnut Street |
|----------|-----------------------------------|---|

WEDNESDAY, JUNE 18, 2014

- | | | |
|----------|---|---|
| *8:00 am | Criminal Justice Coordinating Board - <i>Agenda To Follow</i> | Room 240, Courthouse
100 S. Jefferson Street |
| *6:45 pm | Special Administration Committee | Room 207, City Hall
100 N. Jefferson Street |
| *7:00 pm | BOARD OF SUPERVISORS | Legislative Room 203
100 N. Jefferson Street |

THURSDAY, JUNE 19, 2014

- | | | |
|----------|---------------|------------------------------------|
| *5:15 pm | Library Board | Central Library
515 Pine Street |
|----------|---------------|------------------------------------|

FRIDAY, JUNE 20, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT & RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

- PUBLIC NOTICE -
BROWN COUNTY SOLID WASTE BOARD

*** Monday, June 16th – 2:00 pm**

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – May 19, 2014 Meeting Minutes
5. Compactor Location Analysis – *Request for Approval*
6. Budget Status Report - *Request for Approval*
7. Recycling Transfer Station Scale Bid - *Request for Approval*
8. West Landfill Gas Extraction Pipe Repair - *Update*
9. South Landfill/Resource Recovery Park RFP – *Update*
10. Change Fueling Practice at Recycling Transfer Station - *Update*
11. HHW 24 Hour Storage Solutions - *Update*
12. Director's Report
13. Such other Matters as Authorized by Law
14. Adjourn

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

CANCELLATION NOTICE

**BROWN COUNTY HOUSING AUTHORITY
Monday, June 16, 2014
City Hall, Room 604
3:00 p.m.**

The Monday, June 16, 2014, meeting of the Brown County Housing Authority has been cancelled.

The next Brown County Housing Authority meeting is scheduled for Monday, July 21, 2014, at 3:00 p.m.

ZONING

Brown County

305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/zoning



WILLIAM BOSIACKI

ZONING ADMINISTRATOR

AGENDA
BROWN COUNTY BOARD OF ADJUSTMENT
June 16, 2014
4:30 p.m.
Northern Building, Room 391
305 East Walnut Street
Green Bay, WI 54301

1. Call meeting to order.
2. Roll call.
3. Announce agenda – Public Hearing – Fuhrmann appeal.
4. Certify public notice requirements-Green Bay Press-Gazette, published on June 1, 2014 and June 8, 2014.
5. Describe Board's authority and rules of hearing.
6. Open public hearing.
 - *Read appeal
 - *Describe administrative decision
 - *Describe onsite inspection
 - *Applicant presents case
 - *Objector presents case
 - *Staff comments
 - *Applicant rebuttal
 - *Statements in support
 - *Statements in opposition
 - *Last call for testimony
 - *Close public hearing
7. Deliberation and decision on appeal.
8. Adjourn meeting.



PUBLIC NOTICE

Notice is hereby given that a public hearing will be held before the Board of Adjustment (“Board”), created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Chapter 22; Private Sewage System Ordinance, Chapter 11; and Floodplains Ordinance, Chapter 23, in Room 391, 3rd floor of the Northern Building, 305 E. Walnut St., Green Bay, on Monday the 16th day of June, 2014, at 4:30 p.m. on an appeal taken by Robert and Linda Fuhrmann denying their request for the lowest opening on their residential structure adjacent to the floodplain to be less than 2 feet above the base floodplain elevation. The property is Lot 5 of Two Creek Meadows 1st Addition in the Town of Wrightstown at 6681 Elmro Road, Parcel # W-1344 (“Property”).

All persons interested are invited to attend said hearing and be heard or to provide written comments to the Brown County Planning and Land Services Department, 305 E. Walnut Street, Green Bay, WI 54301 prior to June 13, 2014.

The Board will accept and review all pertinent information relative to the above listed items during open session of the June 16, 2014, public hearing.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of any person wishing to attend who because of disability requires special accommodation through appropriate aids and services. Call (920) 448-6480 for arrangements.

Dated this 1st and 8th day of June, 2014.

Brown County Board of Adjustment
Allan Duchateau
Bill Ullmer
Richard Huxford
Vacant-Alternate

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
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PHONE (920) 448-4015 FAX (920) 448-6221

VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Sherry Steenbock, Vice Chair
Rosemary Desisles.
James Haskins, Ed Koslowski,
John Maino, Troy Ness, Delores
Pierce, Duane Pierce, Joe Witkowski

****Running Total of Veterans' Certificates: 1619**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, June 17, 2014

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of May 20, 2014.
5. Budget Status Financial Report through April 30, 2014.
6. Any new discussion regarding Veterans Appreciation Day at the Brown County Fair and review of agenda.
7. Discussion and approval re: Award certificate for Veterans Appreciation Day at the Brown County Fair.
8. Elizabeth Everson – Roselles of Green Bay re: Request volunteer positions at Veterans Appreciation Day at the Brown County Fair.
9. Elizabeth Everson – Roselles of Green Bay re: Making announcement on Veterans luncheon in September.
10. Therese – Discussion of letter to Festival Foods regarding veterans parking (mail to all four stores).
11. Report from CVSO Jerry Polus.
12. Comments from Carl Soderburg.
13. Comments from Tracy Rosinski.
14. Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock, & Witkowski).

15. Such Other Matters as Authorized by Law.
16. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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ADMINISTRATION COMMITTEE

Steve Fewell, Thomas DeWane
Allan Jamir, David Steffen, Richard Schadewald

ADMINISTRATION COMMITTEE

Wednesday, June 18, 2014

6:45 p.m.

Room 207, City Hall

100 N. Jefferson Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.

Comments from the Public

Technology Services

1. Discussion and Approval of Bid re: Project #1846 for BCCAN Fiber Expansion Project on East Side of Green Bay (Green Bay Area Public School District Fiber Connection).
2. Discussion and Approval of Bid re: Project #1866 for BCCAN Fiber Expansion Project on West Side of Green Bay (NWTC Fiber Connection).

Other

2. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

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E-mail BrownCountyCountyBoard@co.brown.wi.us.

PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, June 18, 2014 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of May 21, 2014.**
4. **Announcements of Supervisors.**
5. **Communications: (None)**
 - a) Late Communications.
6. **Appointments:**
County Executive:
 - a) Appointment/Confirmation of Beth Lemke as the Neville Public Museum Director.
 - b) Reappointment of Tom Klimek and Craig Dickman to Harbor Commission.
 - c) Reappointment of Paul Zeller to NEWCAP Board.
 - d) Reappointment of Senator Robert Cowles, Margaret Jensen and Chuck Lamine to the Professional Football Stadium District.

7. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
8. **Other Reports:**
 - a) Treasurer's Financial Report for the Month of January, 2014.
 - b) Treasurer's Financial Report for the Month of February, 2014.
 - c) Treasurer's Financial Report for the Month of March, 2014.
9. **Standing Committee Reports:**
 - a) Report of Administration Committee of May 29, 2014.
 - i) Special (Draft) Administration Committee of June 18, 2014.
 - b) Report of Education & Recreation Committee of June 5, 2014.
 - c) Report of Executive Committee of June 9, 2014.
 - d) Report of Human Services Committee of May 28, 2014.
 - e) Report of Planning, Development & Transportation Committee of June 2, 2014.
 - i) Report of Land Conservation Subcommittee of June 2, 2014.
 - f) Report of Public Safety Committee of June 4, 2014.
10. **Resolutions & Ordinances:**
Budget Adjustments Requiring County Board Approval (None)

Human Services Committee and Executive Committee
 - a) Resolution re: Change in Table of Organization for the Human Services Department Social Worker/Case Manager. Motion at Human Services: To approve; Motion at Exec: To approve.
Executive Committee
 - b) Resolution re: Authority to Execute a 2014 Agreement with the Brown County Community Treatment Center Registered Nurses. Motion at Executive: To approve.
 - c) Resolution re: Step Increase for a Public Safety Communications Supervisor. Motion at Executive: To approve.

Closed Sessions:

Planning, Development & Transportation Committee:

11. Discussion and possible action on bargaining, negotiations, comparisons of properties and investing of public funds in regard the future space needs of the Brown County Health Department.

Closed Session: Notice is hereby given that the above governmental body will adjourn into closed session on the above item Number 20 pursuant to Wis. Stat. §19.85(1)(e) which authorizes a closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, wherever competitive or bargaining reasons require a closed session.

Reconvene in Open session:

11. Discussion and possible action on bargaining, negotiations, comparisons of properties and investing of public funds in regard the future space needs of the Brown County Health Department.

Executive Committee:

Closed Session: Closed session pursuant to Wis. Stat. § 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

12. Discussion, strategy, representation and possible action regarding Interest arbitration for the Non-Supervisory Deputy Sheriff's Labor Contract.

Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above, as authorized pursuant to Section 19.85 (1)(e) and (1)(g) of the Wisconsin Statutes, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session for the purpose of:

- a) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stat. § 19.85 (1)(e)

Reconvene into Open Session:

- 12. Discussion, strategy, representation and possible action regarding Interest arbitration for the Non-Supervisory Deputy Sheriff's Labor Contract.
- 13. **Such other matters as authorized by law.**
- 14. **Bills over \$5,000 for period ending May 31, 2014.**
- 15. **Closing Roll Call.**
- 16. **Adjournment to Wednesday, July 16, 2014 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session; Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

LYNN M. STAINBROOK
DIRECTOR

PHONE (920) 448-5810
FAX (920) 448-4364

Stainbrook_LM@co.brown.wi.us
www.browncountylibrary.org

"Providing trusted information and resources to connect people, ideas and community."

BROWN COUNTY LIBRARY BOARD

Central Library

Thursday, June 19, 2014

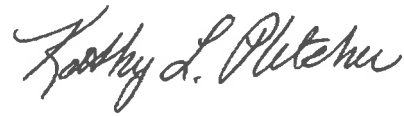
5:15 p.m.

AGENDA

1. Call to Order (3 minutes)
 - a. Welcome New Board Member, Chad Bianchi, and Introductions
2. Approve Consent Items (3 minutes)
 - a. Agenda
 - b. Minutes
3. Communications and Open Forum for the Public (5 minutes)
4. County Executive Troy Streckenbach (15 minutes)
5. Strategic Plan – (10 minutes)
6. Library Business (30 minutes)
 - a. Information Services Report
 - b. Financial Manager's Report, Bills and Donations
 - c. Facilities Report
7. Nicolet Federated Library System (10 minutes)
 - a. Lease Negotiations
8. Approve Late Opening on Friday, September 19, 2014 for purposes of All Staff Development Day
9. Personnel Committee (15 minutes)
 - a. Approve Changes in Benefits Policy – LTE, Banked Sick Leave Payout
 - b. Approve Change in Table of Organization
 - c. Approve Policy Allowing Director to Change Table of Organization When Cost-Neutral
 - d. Report of Committee
10. Old Business (5 minutes)
 - a. Adjacent County Payment for Services
11. President's Report (5 minutes)
12. Director's Report (5 minutes)
13. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation.

14. Approve any action that may have been recommended in Executive Session (5 minutes)
15. Meeting Summary/Next Meeting Planning (2 minutes)
16. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.



**Kathy L. Pletcher
President**

Next Meeting:

Thursday, July 17, 2014
5:15 p.m.
Central Library
515 Pine Street



JUNE 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Health Dept. Tour 5:00 pm Land Con 6:00 pm PD&T to follow	3	4 Public Safety 11:00 am	5 Ed and Rec 5:00 pm - Tour 6:00 - Mtg. @ Golf Course	6	7
8	9 Executive Cmte 5:30 p.m.	10	11	12	13	14
15  <i>Father's Day</i>	16	17 Vets Recognition Subcommittee 5:00 pm	18 Spec Admin 6:45 Board of Supervisors 7:00 pm	19	20	21
22	23 Land Con 6:00 pm PD&T 6:30 pm	24	25 Human Services 5:30 pm	26 Admin Cmte 5:00 pm	27	28
29	30					

July 

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Ed & Rec 5:30 p.m.	2 Public Safety 11:00 am	3	4  County Board Office Closed	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13	14	15 Vets Recognition Subcommittee 5:00 pm	16 Board of Supervisors 7:00 pm	17	18	19
20	21	22	23 Human Svc 6:00 pm	24 Admin 5:00 pm	25	26
27	28 Land Con 6:00 pm PD&T 6:30 pm	29	30	31		

BROWN COUNTY COMMITTEE MINUTES

- Housing Authority (May 19, 2014 – Annual Meeting)
- Library Board (April 17, 2014)
- NWTC Board of Trustees (May 14, 2014)
- Transportation Coordinating Committee (March 10, 2014 and June 9, 2014 – Draft)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
ANNUAL MEETING
Monday, May 19, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Sup. Andy Nicholson, Corday Goddard, and Adam DeKeyser

OTHERS PRESENT: Robyn Hallet, Kim Flom, Stephanie Schmutzer, Matt Roberts, Patrick Leifker, Nicole Tiedt, and Yvette Tice

APPROVAL OF MINUTES:

1. Approval of the minutes from the April 21, 2014, meeting of the Brown County Housing Authority.
- A. Hartman made a motion to approve the minutes of the April 21, 2014, meeting of the Brown County Housing Authority. C. Goddard seconded. Motion carried.

ELECTION OF OFFICERS:

R. Hallet explained that in the past the BCHA did a rotation of officers since all were experienced commissioners. It is the decision of the BCHA if they would like to set up a rotation this year.

T. Diedrick explained that the rotation would be such that the vice-chair would take over the chair for two years and another person is elected as vice-chair and in this way everyone would have an opportunity to serve as chair and vice-chair for two years.

T. Diedrick said we could open it up for nominations or continue with the current officers. He stated he feels it's important that a rotation schedule be set up so all have a chance to serve as officers.

A. Nicholson made a motion to nominate T. Diedrick as chair. C. Goddard seconded the motion.

T. Diedrick turned over the chairmanship to R. Hallet, who acknowledged the nomination for T. Diedrick as Chair. She asked twice more for any further nominations. Being none, she asked for approval. Motion carried.

T. Diedrick called for nominations for the vice-chair. A. Nicholson made a motion to nominate A. Hartman as Vice-Chair. A. DeKeyser seconded. T. Diedrick called twice more for any more nominations. Being none, he called for a motion to approve. Motion carried.

T. Diedrick suggested that a month before the next election we should discuss setting up a rotation.

COMMUNICATIONS:

2. Letter from HUD dated April 29, 2014, of final SEMAP score for 2013

R. Hallet explained that the anticipated SEMAP score was brought forward a few months ago and we've now received a response from HUD regarding the final score, which is as was anticipated at 100 percent, putting BCHA at a High Performer status. R. Hallet and T. Diedrick thanked and congratulated ICS and their staff for all their efforts to achieve this status.

A. Nicholson asked what High Performer means and if this was in regards to enrollments.

R. Hallet explained that a Housing Authority's SEMAP score will place them either at Troubled, Sub-Standard, Standard or High Performer Status. She responded that it is overall and referenced the agenda attachment which itemizes all of the scoring indicators

3. Letter from HAI Group from approximately May 9, 2014, regarding dividends received

R. Hallet explained that we received a dividend of \$564.70 from our insurance company.

A motion was made by A. Nicholson to receive and place on file. A. DeKeyser seconded. Motion carried.

4. Letter from HUD dated May 8, 2014 regarding Transition of Net Restricted Assets to HUD-held Program Reserves

R. Hallet stated that as was explained in previous meetings, HUD is now requiring any PHA-held reserves to be transitioned back to HUD to be kept in HUD-held reserves. When PHAs need the money, they must request it from HUD.

A. Nicholson asked why we have to give our reserves to HUD. S. Schmutzer responded that Congress is requiring it. R. Hallet stated that she believes it may have become formal at the January passing of the appropriations act, but this has been discussed for quite some time now.

R. Hallet clarified that PHAs are being informed that the money is still theirs and just being held by HUD, but she suspects that in the future PHAs who don't use their funds may have it redistributed.

S. Schmutzer agreed that likely HUD will reduce funding disbursements until all PHAs are down to the recommended reserve balance of a month and a half of expenses. She stated that BCHA should not lose anything because we have worked hard in the past year to keep our reserves down and get our unit count up, so we should be in a good position.

A. Nicholson asked where the reserves come from.

S. Schmutzer explained that HUD calculates our monthly HAP funding based on our monthly unit count and there is a quarterly adjustment based on HUD's calculation of our monthly HAP needs. They estimate our funding needs for the year and any amounts not used will be retained in HUD-held reserves.

REPORTS:

5. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

P. Leifker reported that there were a total of 132 Preliminary Applications collected during the month of April.

B. Unit Count

P. Leifker stated that the Unit Count for the month of April 2014 was 2,889.

C. Housing Assistance Payments Expenses

As reported by P. Leifker, Housing Assistance Payments Expenses for the month of April 2014 were \$1,140,129.

D. Housing Quality Standard Inspection Compliance

P. Leifker reported on the Housing Quality Standard Inspection Compliance report. In the month of April 2014, there were 376 inspections conducted, 204 of which passed on first inspection. Upon re-evaluation, 79 passed inspection and 74 failed. There were 19 no-shows during this time.

A. Hartman inquired as to the definition of a "no-show." P. Leifker reiterated that neither the client nor the landlord is at the inspection at the appointed time, the inspector attempts calling but is unable to reach anyone. R. Hallet stated that this has always been tracked by ICS but hadn't previously been included on these reports, but in order to show the whole picture, the no-shows are now included. A. Hartman inquired if no-shows are failures. M. Roberts clarified that is not the case; no-shows are their own category. He further explained that inspections are attempted earlier than required to allow for this, so if there is a no-show, it can be rescheduled before it affects the HAP payment.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

Y. Tice reported that there were 284 port-out vouchers in the month of April 2014, with an associated HAP expense of \$224,462. ICS was overspent by \$1,336. She reminded the Authority that as part of the agreement ICS would return any overage, so ICS actually received \$8,460 less than previous months. The Family Self-Sufficiency administrative funding was under-budget by \$1,204.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

N. Tiedt reported that in the month of April 2014, there were 66 Family Self Sufficiency clients, 28 clients with escrow accounts, zero graduates, and one new contract. There were 62 homeowners participating in the Homeownership program.

G. VASH Reports (active VASH, new VASH)

N. Tiedt explained that there were 19 VASH participants in the month of April 2014. During this time there was one new VASH client.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were two new Langan Investigations assigned for the month of April 2014. Three previous investigations were closed and one was still active. There were 176 new applications sent for background checks, of which 174 were approved; two were denied.

P. Leifker also pointed out the charts for preliminary application by municipality and fraud investigations by municipality.

A. Hartman inquired if ICS believes there is less fraud now that the word is getting out. P. Leifker responded that he believes that referrals are more accurate and valid, along with a better internal process to follow up on fraud referrals. Furthermore, Jim from Langan has sat in on a briefing and said that ICS is very thorough in the information provided to new clients about fraud.

T. Diedrick said years ago, fraud was much worse; we've gotten better about informing clients up front about the dangers of fraud, so the numbers of fraud investigations has gone down significantly. He also stated few PHAs do investigations to the extent we do.

A. DeKeyser inquired as to the status of our previous discussion about charging fines. R. Hallet explained that it was put on hold while other time sensitive projects were finished.

She stated most of the needed information would come from ICS, but she could assist in compiling the data and sending it to HUD.

T. Diedrick asked if this would require changes to federal regulations, to which R. Hallet responded that the intent was for the BCHA to request a waiver from HUD. If HUD doesn't approve a waiver, she suggested we could then send that same data to legislators to encourage them to explore changing the statutory requirements. She stated she and ICS staff could work together to get started on this process.

OLD BUSINESS:

None

NEW BUSINESS:

6. Discussion and follow up regarding potential supportive housing project.

K. Flom explained that staff had met with the developer interested in this project. She explained that his company does a wide range of projects. He's looking at a few sites and is going to run some proforma numbers. We informed him that if he wishes to come before the BCHA to pursue such a project, he would need to provide data from a market study. She explained that he is exploring a few projects, some of which would not involve the BCHA. She further stated that this particular company has a specialty in restoring historic buildings and can creatively layer financing; they have a good track record.

R. Hallet reiterated that if he does want to pursue Project Based Vouchers, BCHA would have to select a developer via a competitive process of an RFP, so he would be required to submit a specific proposal with details at that time.

A. Nicholson inquired about the extent of research done by this developer. K. Flom explained that he sounds to really know his business but he didn't yet have market study backup to validate the type of supportive housing needed. A. Nicholson asked how he believes there's a need in Green Bay. K. Flom explained that WHEDA has a map that is put together for tax credit purposes which indicate areas of need in the State. Developers who do projects in the areas of need get bonus points in their tax credit applications, so this developer knows there is a need in Green Bay based on this map. She further stated that he seems very sensitive to building a project that fits with the needs and vision of the community.

7. Discussion and possible approval of Request for Proposals to Project Base Vouchers for rural housing.

R. Hallet stated she has created a draft RFP for this project which was discussed last month. It includes a brief explanation of Project Based Vouchers and what type of housing would be eligible, specifying rural housing using the Census Bureau's definition of rural housing. It states the information that must be provided with the proposals, as well as the rating criteria. Such criteria must be spelled out in the administrative plan; the items listed on the draft are the only criteria currently included in the admin plan, so she plans to bring a revision of this chapter of the admin plan forward in the future to allow for consideration of other criteria. She created an application form and then described the exhibits included. She has created a list of people to ask to serve on the selection panel. T. Diedrick recommended including community member on the panel, perhaps from the Aging & Disability Resource Center or NEW Curative.

T. Diedrick stressed that the hardcopy distributed is only a draft form.

R. Hallet indicated she would like to be able to proceed with the process of publishing the RFP without waiting until the next meeting. It was agreed that Commissioners could begin reviewing this draft; R. Hallet would track any further changes made to the RFP and provide it to Commissioners for review before it is published.

A. DeKeyser made a motion to approve the RFP subject to review of the final version by Commissioners, who will have at least five business days to review it before it is published. A separate document will also be provided listing the names of the individuals on the evaluation panel. C. Goddard seconded. Motion carried.

8. Approval to renew agreement with Catholic Charities for reimbursement of pre and post homeownership counseling for Housing Choice Voucher Homebuyers.

T. Diedrick explained we have two such agreements: one with NeighborWorks Green Bay, and this one with Catholic Charities, which began a few years ago, allowing clients a choice of agencies for homeownership counseling.

R. Hallet stated that there haven't been any HCV homebuyers lately therefore neither NeighborWorks nor Catholic Charities have sought reimbursement lately.

N. Tiedt stated that information provided from ICS informs potential homebuyer clients of the option of either agency.

C. Goddard made a motion to approve the agreement with Catholic Charities, followed by a second from A. Hartman. Motion carried.

9. Authorization to apply for FFY 2014 Family Self Sufficiency Coordinator funding

R. Hallet explained that each year PHAs have an opportunity to apply for renewal funding for the Family Self Sufficiency Coordinators. ICS coordinates the process and has been preparing the application.

A motion for approval to apply for Family Self Sufficiency Coordinator funding was made by C. Goddard and seconded by A. Hartman. Motion carried.

10. Discussion and possible action to approve addendum to Integrated Community Solutions' 2014 budget

R. Hallet reminded Commissioners that new this year is review and approval of ICS's budget, which was initiated because of the new payment structure. The Authority approved ICS's budget in November, at which time it was based on anticipated HUD funding; now that the funding has come in higher than anticipated, ICS would like to reincorporate into their budget some of the items that had to be removed in order to balance the budget.

M. Roberts explained that the initial budget was created on a 68 percent funding proration. Funding is now at 74 percent, which equate to \$153,000 more funding than anticipated. He stated that the agreement was that if funding came in higher, it would be split with 50 percent going back to the \$105,000 reserves BCHA previously agreed to be used toward administration and 50 percent going back to ICS to offset some of the concessions they put into the budget. For example, all ICS staff was required to take five furlough days by the middle of the year, and another five days in the second half of the year. ICS is now proposing that they will not use the \$105,000 in the reserve account and in return ICS staff wouldn't have to take their second week of furlough and staff would be provided with a payoff to compensate for the first week of furlough, which would equate to about

\$25,800. The remaining \$25,000 would be added back to reserve, along with the \$105,000 from reserve that they don't need to use. The other changes ICS made in order to reduce costs, such the 401(k) match reduction, would remain in place.

R. Hallet clarified that the reimbursement for the first week of furlough would not take place until the end of the year, provided that funding continued at the higher proration.

M. Roberts also requested an allowance for training. All training at ICS had been frozen, but 80 percent of ICS staff has been with the organization for only two years, and training is important to ensure a high quality program. He doesn't have numbers, as he hasn't looked into specific training yet, but is just requesting the opportunity at this point.

A. Nicholson inquired of the purpose of the furloughs. T. Diedrick reiterated it was a cost savings measure. He inquired where the extra funding has come from. T. Diedrick repeated that the proration was expected to be at 68 percent but it came in at 74 percent, resulting in \$153,000 extra funding over what was included in the budget. M. Roberts clarified that ICS used the 68 percent for a conservative budget. A. Nicholson inquired if this has ever happened before where Congress gave more money than anticipated. M. Roberts responded that this is the lowest proration he had ever seen. R. Hallet echoed that, stating that she had recently seen a chart illustrating the proration change over the years, including a significant drop in this year's funding. Previously the proration was generally in the 90 percent range.

A motion was made by A. DeKeyser, seconded by C. Goddard to eliminate the second five-day furlough requirement from the ICS budget. Motion carried.

In regards to the second five-day furlough, S. Schmutzer indicated that the Authority could approve it now, but that staff would watch the funding and provide an update at a meeting before it actually gets paid back, to ensure that funding remains at an appropriate level to allow for the reimbursement. M. Roberts expressed that his motivation for requesting the approval now is for staff morale; after much staff turnover, he'd like to retain staff by informing them that this has been approved.

C. Goddard made a motion to approve the reimbursement for the first set of furlough days, pending continued funding levels, to be reviewed by staff at the end of October and brought back to the Authority for final approval in November. A second was made by A. DeKeyser. Motion carried.

A. DeKeyser made a motion approving training to be added back to the ICS budget pending ICS's submission of budgets for training to R. Hallet for approval, seconded by A. Hartman. Motion carried.

M. Roberts expressed his appreciation to the Authority for approving these adjustments to the budget as well as for the opportunity from the original budget discussions to use the reserves, if it became necessary.

11. Approval of revisions to Chapter 10 (Moving with Continued Assistance and Portability) of Administrative Plan

P. Leifker explained the request for the revision is simply to strike the line stating that vouchers would be issued for 120 days for port out vouchers. This reduces the amount of time a client could hold an open BCHA voucher in another county, encouraging them to lease up in a unit, or for the receiving PHA to absorb the client rather than bill us for them. This change allows ICS to issue the voucher for 60 to 90 days.

A motion was made by A. Hartman, seconded by C. Goddard to approve the revision to Chapter 10. Motion carried.

INFORMATIONAL:

12. Update on VASH Project Based Voucher opportunity

R. Hallet reminded the Authority that approval was given at the last meeting to proceed with an application for VASH Project Based Vouchers, which would be suitable for the Veteran housing project in development by Cardinal Capital. She contacted Cardinal Capital, who agreed to proceed with the submission of the application and stated that more in-depth discussions would take place if we are in fact awarded these vouchers. She further explained that she was successful in getting the required letter of support from the VA and thus has submitted the application to HUD for the VASH Project Based Vouchers. HUD anticipates the awards being made in the beginning of August.

BILLS:

S. Schmutzer explained the three bills for this month.

A. Nicholson made a motion to approve the bills, seconded by C. Goddard. Motion carried.

FINANCIAL REPORT:

There was no discussion on the financial report.

STAFF REPORT:

13. Date of next meeting: To be discussed

R. Hallet explained that staff looked ahead and did not see any issues needing discussion at the June meeting; furthermore, R. Hallet will not be available the date of the June meeting. She is therefore proposing to cancel the June meeting. If any time sensitive items come up that necessitate a meeting, a special meeting can be scheduled.

A motion was made by C. Goddard, seconded by A. DeKeyser to adjourn the meeting at 3:58 p.m. Motion carried.

rah:jd

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **April 17, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, JOHN VAN DYCK, VICKY VAN VONDEREN, CHRISTOPHER WAGNER and TERRY WATERMOLEN (arrived at 5:25)

EXCUSED: CARLA BUBOLTZ, DON CARMICHAEL, BOB NIELSEN and TIMOTHY NIXON

ALSO PRESENT: Lynn Stainbrook, Kimberly Young, Lori Denault, Curt Beyler and Mary Kaye Martzke (staff)

It was decided to begin the meeting with items that did not require a quorum since only 4 board members were present.

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:23 p.m.

STRATEGIC PLAN

L. Denault reviewed a new reporting mechanism that is being used by library staff to compile monthly statistics. This will allow for better tracking of attendance at library classes, which is one of the initiatives in the strategic plan

T. Watermolen arrived at 5:25 p.m.

The spreadsheet includes notes and explanations to determine how to classify classes and determine objectives. It was noted that this will be very helpful with future reporting.

CONSENT ITEMS

a. Approve/modify agenda There were no changes to the agenda.

b. Approval of minutes Motion by V. Van Vonderen, seconded by C. Wagner, to approve the March, 2014 minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

No one was present to address the Board.

A letter was received from the Denmark Business Community Association regarding the decrease in branch hours at the Denmark branch library. L. Stainbrook has sent a response stating that the branch hours have changed, but have actually increased. The library is looking at various ways to increase usage of the Denmark Branch. This location has about half the usage of the Wrightstown Branch and both serve approximately the same size communities. V. Van Vonderen asked about publicizing library activities in the Denmark Press and L. Stainbrook said that was currently being worked on.

K. Pletcher introduced Kimberly Young to the Board. Kimberly is the new Deputy Director as of 03/31/14.

LIBRARY BUSINESS

a. Information Services Report J. Van Dyck asked about #2 on the report; regarding SaaS (cloud) pricing. L. Stainbrook explained that overall this would save the county money, but not necessarily the library. The chargebacks are currently based on the number of computers at a location. The library pays a significant amount because of so many public computers as well as staff computers. L. Stainbrook met with the county executive regarding SaaS pricing and is awaiting a response from him. K. Pletcher would like to meet with the new BCTS director regarding this also.

b. Financial Manager's report, bills and donations L. Denault stated that she has been unable to run any financial reports for 2014 as the information is not available from the county. She noted that the entry has been made for the library's carryover funds.

c. Facilities Report C. Beyler went over ongoing and upcoming projects:

Bids are due next week for the Cellcom Children's Edible Garden's colored concrete walkway. This may be installed the first week in May. The rough electric and plumbing are done and the topsoil is tentatively scheduled for April 28.

The Central Library cooling tower pump is installed and electric, controls and pipe are 90% complete. The tower will be lifted into place and connected tomorrow. The anticipated startup for the unit is April 28.

Work on Central's lighting and transfer switch is scheduled to start April 28 and should be done in early June.

Work on the Ashwaubenon permeable parking lot is scheduled to start on May 5 and should be done that week. Family Video has agreed to let library patrons park in their lot during this time.

The library has begun seeking vendors and specifications for a ceiling fan that would address acoustical problems at Weyers-Hilliard. Circuit breaking testing has been done.

Garden funding was also discussed. L. Stainbrook explained that there is still a need for shrubbery and trellises, but she is confident that all the money needed will be raised with donations. 90% of the funds have already been raised and donations are still coming in. There is one more grant out there that might provide funding. The kick-off of the garden is scheduled for Friday, June 13.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update K. Pletcher attended and reported that a presentation was made on a Discovery tool. This software would allow a patron to search through the library's databases as well as other databases. There are 17 library systems in Wisconsin; the Brown County Library belongs to the Nicolet system. Some systems are large, but some are very small. The directors are talking about consolidating systems to become more efficient. She noted that it may take encouragement from the state level to move consolidation forward.

OLD BUSINESS L. Stainbrook reported that Bob Ripley, the Bookmobile Operator, has been hand delivering letters to his Bookmobile stops explaining the changes from his current position to his new position as Outreach Coordinator. One letter has been received from a school to express their disappointment in no future Bookmobile visits, but they understood the reasoning behind it. This summer the bookmobile will be mostly at community events. The vehicle will be evaluated in early fall. B. Ripley has been visiting some nursing homes and child care locations to plan future outreach stops. One criteria being used is whether or not they already have a library. It's felt that the library's name will get more community recognition through outreach.

PERSONNEL

L. Stainbrook completed a screencast last week on the Classification and Compensation Plan at the recommendation of the Works Rules Committee. This was emailed to all staff on Tuesday. Letters have been mailed to employees and follow ups will be scheduled. The Board's Personnel Committee will meet once a month for the duration of this year. If there are any concerns, they will bring them back to the full Board. They would like to put together an overall Human Resources plan. T. Watermolen praised the Work Rules committee and Personnel Committee for the work they have done to make this whole process successful. K. Pletcher has contacted Brent Miller in County Administration to let him know that this process has been completed. She would like to do a presentation to the Ed & Rec committee. J. Van Dyck thought that the library is ahead of other county departments with job descriptions and performance evaluations, mainly because of the Work Rules committee.

PRESIDENT'S REPORT The Personnel Committee discussed that in lieu of a contract the Library Director, who reports to the Library Board, should receive a letter of appointment that includes expectations following the annual performance evaluation. C. Buboltz has a model to follow and will help devise a format that incorporates an expected appointment term. It was agreed that a process should be in place to address any issues that could arise.

DIRECTOR'S REPORT The Personnel Committee suggested requesting funds from the County Executive prior to his budget being prepared. That would allow him to know what the library is looking for. J. Van Dyck stated that presenting additional budget items at the County Board meeting in November is historically not successful. Kimberly Young, the new Deputy Director, has visited nearly all of the library branches and has taken part in several personnel matters. She is getting a good overview of the issues and challenges at Brown County Library. The firm who was awarded the bid for electrical and lighting projects at Central has requested to Public Works that their crew work from 9:00 p.m. to 7:00 a.m. Current library policy does not allow for work crews or staff to be alone in the building after hours for security and safety purposes. Significant portions of High Tech's work will occur in non-public areas. It was agreed that they will work from 6:00 a.m. to 4:30 p.m., Monday through Thursday, with flexibility possible in some scheduling.

CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(c) There was no need to go into closed session.

ADJOURNMENT

Motion by C. Wagner, seconded by V. Van Vonderen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:05 p.m.

NEXT REGULAR MEETING

**May 15, 2014
Central Library
515 Pine Street, downtown Green Bay
5:15 p.m.**

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Minutes

Wednesday, May 14, 2014
2:15 p.m.

NWTC-Green Bay Campus, District Board Room
2740 West Mason Street, Green Bay, Wisconsin 54303

The Board Chairperson called the May 14, 2014 NWTC Board of Trustees meeting to order with the following present:

Present: Laurie Davidson, Phyllis Habeck, Carla Hedtke, Ying LaCourt, David Mayer, Kim Schanock, Ben Villarruel, Gerald Worrick

Excused: Jeff Rickaby

Also Present: Jeff Rafn, Mary Jo Tilot, Sandy Ryczkowski, Jim Blumreich, Linda Hartford, Karen Smits, Kay Tupala, Gina Van Egeren, Clark Wagner, Vickie Lock, Pamela Phillips

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests presented at this time and invited public comment. No one came forward at this time.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of April 1-30, 2014 \$1,967,933.75

Detailed copies of the current disbursements for fiscal year 2014 for the month of April were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person. Board Exhibit 1 was a copy of the certified 3rd quarter Capital Expenditures report for items over \$25,000.

Laurie Davidson moved that Board approval be given for the April 2014 bills as presented and for the 3rd quarter Capital Expenditure Report for items greater than \$25,000.

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on roll call.

Budget Modifications

Board Exhibit 2 was a copy of the fund statements of proposed fund and function modifications to the FY 2014 budget, prepared in accordance with Wisconsin State Statute 65.90(5) and the Uniform Financial Fund Accounting System Manual of the Wisconsin Technical College System Board.

Carla Hedtke moved that the Board approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

Motion seconded by Gerald Worrick.

Motion carried, with all voting "Aye" on roll call.

Resolution Authorizing the Borrowing of \$2,250,000 for Movable Equipment; \$1,500,000 for Building Improvement; \$1,250,000 for Building Acquisition; and providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2014 budget deliberations, the Board approved various capital projects for building remodeling and improvements, building acquisition and acquiring moveable equipment. This resolution authorizes the borrowing of \$5,000,000 of general obligation notes for these purposes. A resolution authorizing the borrowing has been prepared by Bond Counsel and was attached as Board Exhibit 3.

Phyllis Habeck moved that the Board adopt the resolution authorizing the borrowing of \$2,250,000 for moveable equipment; \$1,500,000 for building improvement; \$1,250,000 for building acquisition and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Gerald Worrick.

Motion carried, with Phyllis Habeck, Carla Hedtke, Ying LaCourt, David Mayer, Kim Schanock, Ben Villarruel, and Gerald Worrick all voting "Aye" on roll call. Laurie Davidson "Abstained" to avoid the appearance of a conflict of interest.

Request for Additional Student Senate Funds to Complete BI Patio Project

Board Exhibit 4 was a summary of construction bids received for the BI Patio project at the Green Bay campus. This is an approved FY 2014 capital project with a budget of 80,000.

The scope for this project consists of modifying an existing roof deck patio by adding new paver bands, reconstructing a new colored concrete access walk, modifying the existing storm sewer system, constructing a wood arbor, planting trees and adding stone seating. The project will provide additional seating for our students in a comfortable outdoor atmosphere. The bid results have been reviewed and approved by the Student Senate, and an additional \$40,000 was approved by the Student Senate to fund the base bid and alternates 1, 2 & 3 for construction.

Phyllis Habeck moved that the Board approve and authorize \$40,000 to be taken from the Student Senate Fund to cover the budget shortfall and a 5% bid contingency to allow the college to contract with the low bidder meeting bid specifications – Zeise Construction to complete the BI patio project.

Motion seconded by David Mayer.

- Student Senate collects fees that students pay per credit, and the funding will be coming out of that Student Senate budget. Because it exceeds the amount originally approved by the Board for the project, it is required to come back to the Board for approval.

Motion carried, with all voting "Aye" on roll call.

Therapeutic Massage Technical Diploma Program Approval

The Therapeutic Massage technical diploma offers an entry-level training program for individuals interested in becoming a licensed massage therapist, or for existing health care professionals looking to enhance their range of clinical skills and knowledge. During their training, students will gain a comprehensive understanding of the human body and a high degree of professional technical skill with an emphasis on personal and professional development, increased self-awareness and sensitivity. Career opportunities for licensed massage therapists exist in sports clinics, salons, spas, wellness or other health care centers, or as an entrepreneur. The program curriculum is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) for students to sit for their national exam for state licensing. This program is expected to begin in fall 2014.

Dave Mayer moved that the Board approve the Therapeutic Massage Technical Diploma Program Approval and authorize its submission to the WTCS State Board for approval.

Motion seconded by Ying LaCourt.

- This program is part of the Wellness and Health promotion product line created by the College. Will be run on the 4th floor of the Health Science Building.
- Consider offering this in conjunction with the massage therapy certificate program.

Motion carried, with all voting “Aye” on roll call.

Educational Support Specialist (ESS) Total Base Wage

Gerald Worrick moved that the Board approve an increase to the total base wage to be effective July 1, 2014 for the Educational Support Specialists Union as discussed in Executive Session.

Motion seconded by Dave Mayer.

Motion carried, with all voting “Aye” on roll call.

President’s Contract & Compensation

Laurie Davidson moved that the Board approve the President’s compensation, benefits, and contract as discussed in Executive Session to be effective July 1, 2014.

Motion seconded by Gerald Worrick.

Motion carried, with all voting “Aye” on roll call.

Performance Standards

Gerald Worrick moved that the Board authorize the President to determine the seven of the nine Performance Standards that NWTC would use for the distribution of state funds to the College.

Motion seconded by Carla Hedtke.

Motion carried, with all voting “Aye” on roll call.

Tuition Discount

Phyllis Habeck moved that the Board authorize staff to reinstitute the 50% tuition discount for those 62 and older for those persons taking avocational courses under Aid Code 60.

Motion seconded by Carla Hedtke.

- This will not necessarily increase the number of avocational courses offered but rather to mitigate some of the action taken last year. Last year there were a number of courses the College felt were improperly coded. In those cases seniors were paying \$4.00 to \$5.00 for a course. The Board agreed to eliminate that discount. The result was that we lost more FTE than we thought we would have given the full price cost of the course – courses are not being filled and are in some cases then cancelled. If the College had reinstated this discount this year, it would have cost the College \$18,000.
- The College would not reinstate the \$4.00 class fee, but would rather reduce the full cost of the course by 50% for those 62 and older, to be instituted as soon as it is deemed practical by College staff.

Motion carried, with all voting “Aye” on roll call.

Consent Items (Voice Vote)

Minutes

The minutes of the April 9, 2014 Board meeting were sent to Board members prior to the May Board meeting. It was recommended that Board approval be given for the April 9, 2014 Board meeting minutes as presented.

New Hire- Faculty

Tracy LeGreve, Chemistry Instructor -Tracy LeGreve was the Selection Committee’s top choice for the Chemistry Instructor position. Ms. LeGreve holds a PHD in Physical Chemistry from Purdue University and a Bachelors of Science in Chemistry from the University of Wisconsin – La Crosse. Since August 2008, Ms. LeGreve has been a Chemistry Instructor at Butler University in Indianapolis, IN. Prior to that Ms. LeGreve was a Graduate Assistant at Purdue University from August 2003 to December 2007. Placement for this position would be Faculty level B, \$61,371 for a Full time obligation, which includes 25 non-instructional days.

It was recommended the Board approve the above appointment.

Faculty- Retirement

With regret, the College accepted the following retirement notice: Deborah Austin, Associate Degree Nursing Instructor, who has been with the College since August 15, 2001, has announced her retirement effective May 2014.

It was recommended that the Board accept the retirement notice of Deborah Austin effective May 2014.

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the

Board. A report of fiscal year 2014 contracts pending Board approval was attached as Board Exhibit 5.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.48% for on-campus and 27.27% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 5.

Dave Mayer moved that the consent agenda items be approved as follows: the minutes of the April 9, 2014 Board meeting; the appointment of Tracy LeGreve, Chemistry Instructor; the retirement notice of Deborah Austin effective May 2014; and, the contracts for services identified in Board Exhibit 5.

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on voice vote.

Reports

Policy Discussion – Setting Metric & Strategic Goal: Workforce Demand

The Board discussed the goals to be achieved relative to the strategic direction of Workforce Demand and accompanying metrics. Lori Suddick presented information on workforce demand. Prior to beginning her presentation, Lori thanked staff members Jennifer Pigeon, Kim LaPlante, Lou Damiano, and Xai Yang for their work on accumulating the data provided in this presentation.

Ying LaCourt left the meeting at this time (3:00 p.m.).

- Many examples today show health care as a huge demand – there is a huge disruption going on in health care, and there is an indication that it will not be a high demand area. There is a decline in inpatient and physician office visits at this time. Do not want to be reliant on health care positions as a driver for enrollments and job growth. Nursing with an IIT background would be an area that there will be a need for in the future.
- One area that we might be able to partner with UWGB is in the area of sustainability. Brown County is working on the development of a Research Park on the UW campus. This is something that NWTC could be a strong partner with in the development.

President's Report

Enrollment Activity –

- Enrollments going into next year are 6% over where we were last year at this time. FTEs are currently 6,916 compared to 6,988 last year (-2.5%); however we lost 2 weeks with the new enrollment schedule and 15-week calendar.

Legislative Issues (state & federal) --

- An Assembly Study Committee has been created to look at the local control of the technical colleges. NWTC staff has been reaching out to business representatives asking for their support in maintaining local control of the colleges and asking that they provide their input to their area legislators. The Committee will be meeting this summer regarding this issue.

Current Events --

- Held largest graduation ceremony in Green Bay last Friday with 780 students participating.

Key Performance Outcomes

The President reviewed the end of 3rd quarter Key Performance Outcomes Status Report for academic year 2013 which was included as Board Exhibit 6. Included with the quarterly report were the FY 2014 Operational and Capital Contingency Account Status Reports, the Board Professional Development Account Status Report, and the FY 2014 & Prior Year Capital Budget Status Report for items with a total cost of \$25,000 and greater,

- Need to focus marketing on increasing the persistence rate of four groups: those that are already on campus taking programs; those that are taking courses here and not enrolled in a program; those high school students taking dual and transcribed credits; and those in general public that want to return to school.

Public Hearing

FY 2015 Budget Public Hearing

Gerald Worrick moved to adjourn the regular session for the purpose of conducting a Public Hearing on the FY 2015 Budget for the Northeast Wisconsin Technical College (4:00 p.m.).

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on roll call.

Following the Budget Public Hearing, Gerald Worrick moved that the Board return to the regular order of business to take action on the FY 2015 Budget (4:06 p.m.).

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on roll call.

FY 2015 Budget

Gerald Worrick moved that the Board approve the FY 2015 Budget as presented in the budget document and summarized in Board Exhibit 7.

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on roll call.

Carla Hedtke moved that the May 14, 2014 Board meeting be adjourned at this time.

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on voice vote.

Phyllis J. Habeck
Phyllis Habeck, Board Secretary

6-11-14
Date

Northeast Wisconsin Technical College District

Board of Trustees

Budget Public Hearing

Minutes

May 14, 2014

4:00 p.m.

NWTC-Green Bay Campus
2740 West Mason Street, Green Bay, Wisconsin

PRESENT: Laurie Davidson, Phyllis Habeck, Carla Hedtke, Dave Mayer, Kim Schanock,
Ben Villarruel, Gerald Worrick

EXCUSED: Ying LaCourt, Jeff Rickaby

Also Present: Jeff Rafn, Mary Jo Tilot, Sandy Ryczkowski, Jim Blumreich, Linda Hartford, Karen Smits,
Kay Tupala, Gina Van Egeren, Clark Wagner, Vickie Lock, Pamela Phillips

Public Hearing on the Fiscal Year 2015 Budget

In accordance with the requirements of Wisconsin Statutes, a Class I Legal Notice appeared in the official newspaper of the District giving notice that a Public Hearing on the Proposed Fiscal Year 2015 Budget would be held in the District Office of the Northeast Wisconsin Technical College at 2740 West Mason Street, Green Bay, Wisconsin 54307-9042, at 4:00 p.m. on Wednesday, May 14, 2014, for the purpose of giving members of the public an opportunity to express their views on the proposed FY 2015 budget. A copy of the draft Fiscal Year 2015 Budget Book was enclosed with Board packets.

At this time Chairperson Villarruel asked if there was anyone present that wished to address the Board regarding the proposed FY 2015 NWTC Budget.

The question was repeated three times, with no one coming forward to address the Board.

Following the Budget Public Hearing, Gerald Worrick moved that the Board return to the regular order of business to take action on the FY 2015 Budget (4:06 p.m.).

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on roll call.


Phyllis J. Habeck, Board Secretary


Date

MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, March 10, 2014
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown	<u>X</u>	Cole Runge	<u>X</u>
Vinnie Caldara	<u>X</u>	Mary Schlautman	<u>X</u>
Brandon Cooper	<u> </u>	Julie Tetzlaff	<u> </u>
Pat Finder-Stone	<u>X</u>	Lisa VanDonsel	<u>Exc</u>
Kathy Hillary	<u> </u>	Derek Weyer	<u> </u>
Debbie Johnson	<u>X</u>	Tina Whetung	<u> </u>
Patty Kiewiz *	<u>X</u>	John Withbroe	<u> </u>
Greg Maloney	<u>X</u>	Vacant – BC Exec.	<u> </u>
Barbara Natelle	<u> </u>	Vacant – BC Board	<u> </u>
Sandy Popp	<u>X</u>	Vacant – BC Human Svcs	<u> </u>

OTHERS PRESENT: Lisa J. Conard, * Essie Fels for Patty Kiewiz, and Christel Giesen.

Members of the public: Pat Bertrand, Julie Gordon, Bruce Hansen, Ed Ladowski, Nick Mills, Barbara Simpson, and Dianne M. Winkel.

C. Runge opened the meeting at 10:00 a.m.

ORDER OF BUSINESS

1. Approval of the December 16, 2013, Transportation Coordinating Committee meeting minutes.

A motion was made by M. Schlautman, seconded by S. Popp, to approve the December 16, 2013, Transportation Coordinating Committee (TCC) meeting minutes. Motion carried.

2. Discussion of paratransit trip scheduling.

(Note: Discussion under this item is in regard to the Paratransit Program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.)

E. Fels stated that paratransit clients and/or guardians can call until 5:00 p.m. the day before a trip to make arrangements for next-day transportation.

3. Discussion of allowed pick-up and drop-off wait times for clients of Wisconsin's Non-Emergency Medical Transportation (NEMT) Program.

(Note: Discussion under this item is in regard to NEMT provided by the State of Wisconsin Department of Human Services to qualifying Medicaid and BadgerCare Plus clients under contract with MTM, a private transportation brokerage.)

S. Popp stated that the 15 minute before-after grace period that applies to paratransit trips also applies to the State of Wisconsin's NEMT Program that is provided by MTM. This is good news, because some MTM clients have been told by MTM that the grace period for pick-ups and drop-offs is one hour before and after the scheduled time.

L. Conard read a list of NEMT trip providers that have operated in Brown County under contract with MTM. They are:

1. Abby Vans, 1115 W. 4th St., Neillsville, WI 54456-1605
2. Chariot Cabulance, W2748 Mueller Rd., Hilbert, WI 54129-9442
3. Cruise Line, 9710 W. Flebrantz Ave., Wauwatosa, WI 53222
4. DR Medical Rides, 324 W. Randolph St., Stoughton, WI 53589-2555
5. Koeppens, 217 Industrial Ave., Clintonville, WI 54929-1177
6. Green Bay Metro, 901 University Ave., Green Bay, WI 54302
7. New Wave, 321 S. Washington St. Unit 223, Green Bay, WI 54301-4262
8. North Central Caravans, N914 County Rd D, Antigo, WI 54409-9079
9. Northeast, 9431 County Rd D, Forestville, WI 54213
10. Northwest, 24996 State Rd 35, Siren, WI 54872-0162
11. Quality Cab, 730 Northwest Way, Fond du Lac, WI 54937
12. Sunny Medical Ride, 621 N. Sherman Ave., Madison, WI 53707-7124
13. Yellow Cab of Brown County, 1212 S. Maple Ave., Green Bay, WI 54304-2755

(Note: The NEMT Program is administered by the State of Wisconsin and should not be confused with the paratransit program provided by Green Bay Metro.)

4. Round robin discussion about paratransit service.

(Note: Discussion under this item is in regard to the Paratransit Program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.)

C. Runge asked the committee members if they have paratransit service issues they would like to discuss. No committee members had paratransit issues to discuss.

C. Runge stated that there are people in the audience who wish to speak. He then asked the committee if it would open the floor to allow people in the audience to speak.

A motion was made by S. Popp, seconded by G. Maloney, to open the floor to allow people in the audience to speak. The motion carried unanimously.

C. Runge acknowledged the members of the public and asked them to state their names and addresses before speaking.

Julie Gordon, Green Bay, expressed the following concerns:

- Had a hard time finding the meeting notice on the county website.
- Was dissatisfied that "accommodations" located at the bottom of the agenda did not include free rides to the meeting for paratransit clients.
- Disappointed with the availability of literature, including phone numbers, regarding the paratransit program.
- Did not like the meeting time of 10:00 a.m. and suggested 7:00 p.m. for future meetings.

- Expressed concerns regarding the level of service MV was providing under contract with Green Bay Metro.
- Does not like the on-board safety procedure for clients needing 911 service.
- Suggested MV drivers have not been trained properly to operate in snowy conditions.
- Would like to see accident statistics for MV.
- Expressed she was not in favor of Metro continuing the paratransit contract with MV.

C. Runge explained that the Transportation Coordinating Committee (TCC) membership is largely made up of area human service agency staff. The TCC meets once per quarter to address paratransit and other specialized transportation issues that may exist and discuss how the issues can be resolved. However, the TCC does not oversee Green Bay Metro's paratransit program. Instead, the Green Bay Transit Commission has direct oversight of the paratransit service.

The TCC members routinely work with clients at their agencies, Green Bay Metro, and MV to resolve issues and fulfill requests on a case-by-case basis. Clients and their guardians/caregivers are encouraged to contact the agency staff people who serve on the TCC if an issue arises or to work directly with Green Bay Metro or MV.

Discussion occurred regarding the use of a "posse" belt/strap (a seat belt-like safety device used to secure clients in their wheelchairs while being transported in and out of the vehicles). It was suggested that many clients do not want to be secured in this manner and have complained of its use.

V. Caldara, MV, stated posse belts have been used in the industry for over 10 years. MV drivers will ask a client if they would like to have the posse used. If a client indicates no, the posse will not be used. However, some paratransit clients are not verbal and cannot indicate to the driver if it is okay to use it.

L. Conard suggested that a note be added to the client's electronic profile to indicate whether or not the posse should be used.

V. Caldara indicated that could be a possibility. The message could be indicated in the notes section of the manifest.

Bruce Hansen, Green Bay, noted the following concerns.

- Paratransit clients/guardians have not been surveyed about the quality of service being provided by MV.
- Disagrees with Green Bay Metro's *No Show Policy*.
- Does not like the federally-allowable one hour maximum ride time.
- MV driver dropped off family member and caregiver at wrong facility last fall.

V. Caldara, MV, stated that clients should not be dropped off at the wrong location and will look into this situation.

C. Runge stated that the paratransit program is intended to complement the fixed route bus system. Although it is ideal for the client to spend as little time as possible on the vehicle, it is a shared ride program, just like the fixed route bus system. Other paratransit clients may be picked up or dropped off before the client reaches his or her final destination.

E. Fels, Green Bay Metro, stated that she and P. Kiewiz are working on a survey for clients/guardians to express their opinions regarding paratransit service. The survey is expected to be complete in the near future. In addition, E. Fels stated she routinely monitors MVs performance in the field. E. Fels randomly selects trips and observes boarding and unloading procedures without the knowledge of MV staff.

Ed Ladowski, De Pere, stated that he was a driver for Medi-Vans (Metro's previous paratransit provider) for 10 years. He stated he has maintained relationships with former clients and guardians and stated that MV does not provide good service. E. Ladowski suggested that the contract be put out for proposals.

Nick Mills, Green Bay, stated he is a former driver for Medi-Vans and MV. N. Mills stated that MV radios do not work well, MV staff does not answer the phone, and Metro staff does not return phone calls. N. Mills believes MV is not performing to the level outlined in the contract.

Pat Bertrand, 2995 Riverside Drive, identified himself as a UW-Green Bay student and paratransit client. P. Bertrand indicated he typically makes reservations two weeks in advance. However, P. Bertrand indicated he would prefer more flexibility when it comes to his pick-up at UW-Green Bay, which is typically after 3:00 p.m. on school days. P. Bertrand indicated he schedules his pick-up using the best information he has at the time, but occasionally, if something comes up, would like to adjust the pick-up time on the same day (policy allows a client to change a pick-up time the day before by 5:00 p.m.). P. Bertrand recognized that it is a ride-share program and that he may ride with others. The fact that others may be riding may lead to a longer ride than if no one else was in the vehicle.

P. Bertrand also noted that he had scheduled a trip pick-up at the Kress Center. The vehicle did not show up and P. Bertrand called MV only to find out they did not have a ride scheduled. MV subsequently dispatched a vehicle to pick up P. Bertrand.

V. Caldara stated that this was an MV issue. The office staff did not properly schedule the pick-up. The office staff member was reprimanded and additional training was given.

P. Bertrand indicated he likes to make reservations via email and this appears to be working well.

Barbara Simpson and Dianne Winkel indicated that they have family members who are paratransit clients. Both indicated that the federally allowable one hour maximum ride time can cause interruption in their family's lives as arrival times can vary from trip to trip.

Members of the audience agreed. Issues include caretakers expecting a client home at a certain time and having to wait longer than expected until the client arrives home, which results in unproductive time for the caregivers. This can also interrupt time-sensitive medicine or food intake.

C. Runge stated that it appears the two primary concerns expressed by audience members today are that communication should be improved and that a paratransit client survey should occur. He stated that he will provide contact information and upcoming TCC meeting dates to those in attendance, and those who would like this information should write their names and email addresses on the paper that is being circulated in the audience. He also stated that Green Bay Metro staff intends to conduct a paratransit client survey in the near future.

S. Popp indicated she has been an advocate for persons with disabilities for many years and has used various transportation services throughout the years due to disability. S. Popp is employed by Options for Independent Living and will work one-on-one with the clients and their guardians and set up three-way phone calls if necessary to allow all to participate in solving an issue.

S. Popp distributed her business card to audience members.

C. Runge reiterated the importance of clients and their guardians/caregivers talking with their case workers if paratransit issues arise and contacting MV or Green Bay Metro as soon as possible to resolve these issues.

T. Wittig, Green Bay Metro Director, stated that Metro is under contract with MV and that the contract is not over. It is possible for Metro to issue a Request for Proposals (RFP) for the provision of paratransit services in the Green Bay area. At least eight firms, including large national firms, have expressed interest in putting a proposal together. However, T. Wittig indicated that since September 2011, complaints regarding MV have been minimal. T. Wittig did acknowledge that there were service issues in May 2011 when MV took over the contract and those were solved shortly after he arrived in Green Bay in the summer of 2011.

A motion was made by M. Schulman, seconded by D. Johnson, to return to regular business. Motion carried unanimously.

C. Runge thanked members of the audience for attending the meeting and providing comments to the committee.

5. Other matters.

The meeting dates for 2014 are as follows:

Monday, June 9, 2014
Monday, September 8, 2014
Monday, December 15, 2014

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

6. Adjourn.

C. Runge closed the meeting at 12:25 p.m.

**(DRAFT) MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, June 9, 2014
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.**

ROLL CALL

Diana Brown*	<u>X</u>	Mary Schlautman	<u>X</u>
Vinnie Caldara	<u>X</u>	Julie Tetzlaff	<u>Exc</u>
Brandon Cooper	<u></u>	Lisa VanDonsel	<u>X</u>
Pat Finder-Stone	<u>X</u>	Derek Weyer	<u>Exc</u>
Debbie Johnson	<u>X</u>	Tina Whetung	<u>X</u>
Patty Kiewiz	<u>X</u>	Genny Willemon	<u>X</u>
Greg Maloney	<u>X</u>	John Withbroe	<u></u>
Barbara Natelle	<u></u>	Vacant – BC Exec.	<u></u>
Sandy Popp	<u>X</u>	Vacant – BC Board	<u></u>
Cole Runge	<u>X</u>	Vacant – Citizen Member	<u></u>

OTHERS PRESENT: Lisa J. Conard, Essie Fels, Denise Misovec for Diana Brown*, and Reena Nimmer.

C. Runge opened the meeting at 10:00 a.m.

ORDER OF BUSINESS

C. Runge welcomed Genny Willemon to the TCC. G. Willemon is a Brown County Human Services Department employee.

1. Approval of the March 10, 2014, Transportation Coordinating Committee meeting minutes.

A motion was made by S. Popp, seconded by M. Schlautman, to approve the March 10, 2014, Transportation Coordinating Committee (TCC) meeting minutes. Motion carried.

2. Discussion regarding the results of Green Bay Metro's paratransit rider survey.

P. Kiewiz reviewed paratransit service statistics and the results of the rider survey:

- Over 1,300 people are certified as paratransit-eligible.
- Approximately 250 people are active users.
- A total of 55,818 paratransit trips were provided in 2013.
 - Of those trips, only 579 were considered late trips (arrived outside of the 15 minute allowable window before and after scheduled time).
 - Of those trips, only 243 were considered excessive time on the vehicle trips (more than 60 minutes on the vehicle).
- Written comments were also provided to Metro staff by survey respondents.
 - In general, written comments were positive.

- Several respondents identified issues associated with the MV start-up (May 2011) that are no longer an issue.
- Several respondents provided information to staff for follow-up.

P. Kiewiz stated that Metro receives a report each morning from MV detailing 60 minute plus trips from the previous service day.

P. Kiewiz noted that 60 minute plus trips include scenarios in which MV reached the destination within the 60 minute timeframe but the client's caregiver was not available to receive them. In this case, MV will keep the client on the vehicle until the caregiver arrives. MV may transport other clients on the vehicle and return to the home once the caregiver arrives. In many cases, this trip becomes 60 plus minutes and is recorded as such, even though MV met the standard.

L. Conard asked if Metro tracks the reasons why passengers spend more than 60 minutes in a vehicle. Factors can include weather, bridge-up/train delay, vehicle breakdown, caregiver not available at destination to receive client, tight/ineffective scheduling, or other reasons.

P. Kiewiz stated that Metro does not.

C. Runge asked if MV tracks this information.

V. Caldara stated that MV does not.

P. Kiewiz stated that Metro can and will start to do this. P. Kiewiz thought this would be valuable for staff.

M. Schlautman congratulated MV on a job well done.

M. Schlautman asked if Metro was selling paratransit tickets to MTM. *(Note: This question is in regard to NEMT provided by the State of Wisconsin Department of Human Services to qualifying Medicaid and BadgerCare Plus clients under contract with MTM, a private transportation brokerage.)*

P. Kiewiz stated that MTM did purchase fare media for fixed route bus service but found this was not an effective service for its clients.

M. Schlautman referred to Question #18 on the survey (Did you know that ADA law states that you could be on the vehicle for up to 60 minutes? Responses: 53 Yes, 59 No). She stated that these responses demonstrate that many users do not understand the rules/provisions of the paratransit program.

L. VanDonsel stated that the service provided is not designed to be taxi service.

In reference to the 60 minute trip standard, S. Popp stated that squeezing a client into a pre-determined schedule sometimes can happen with this type of service. She encouraged people to be patient as it is important for everyone to be accommodated.

S. Popp asked for clarification regarding paratransit tickets.

P. Kiewiz stated that tickets are available for purchase at Metro offices, all Shopko stores,

and the Aging and Disability Resource Center (ADRC). Metro also accepted orders via mail. Clients can pay by check. In addition, human service agencies purchase tickets directly from Metro and distribute them to their clients.

L. Conard noted clients can pay via cash when boarding.

3. Update regarding a Request for Proposals (RFP) for Green Bay Metro paratransit service providers.

(Note: Discussion under this item is in regard to the Paratransit Program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.)

P. Kiewiz reminded the TCC that Metro and MV signed a three-year contract with two single-year extension options. The three-year period has lapsed and Metro staff intends to issue a Request for Proposals (RFP) for the provision of services. This decision has nothing to do with the performance of MV. The decision is financial. The City of Green Bay Purchasing Department is working on the RFP document. It is hopeful it will be issued the week of June 16, 2014.

P. Kiewiz stated she would like to review, interview, and select a provider by August 1, 2014, with a start date of October 1, 2014. If the aggressive schedule cannot be met, Metro will work with MV to continue operating until spring of 2015 at which time a provider could be selected. MV and any other company can submit a proposal.

All agreed that a start date in the winter months could be problematic for clients/provider based on past experience.

4. Discussion regarding the new American Red Cross vehicle policy that takes effect on July 1, 2014.

C. Runge stated that the American Red Cross has adopted a new policy that will impact the provision of transportation in the area. He asked T. Whetung if she would summarize the new policy for the committee.

T. Whetung stated that the national Red Cross is requiring the Northeast Wisconsin Chapter to change its vehicle usage policy. This new policy will impact the five vehicles used by N.E.W. Curative and the single vehicle used by Fort Howard Apartments (senior apartments).

Red Cross has put the five N.E.W. Curative vehicles up for bid and any entity may submit a bid. Once three bids are received for a vehicle, Red Cross can award the vehicle to the highest bidder. This bidding process will continue until all of the vehicles have been purchased.

D. Misovec stated N.E.W. Curative has bid on the vehicles. She stated that approximately 110 of Curative's 145 day-service clients rely on these vehicles to get to and from the N.E.W. Curative building.

Fort Howard Apartments has not identified its plans for replacing its vehicle.

T. Whetung stated that the vehicles have exceeded their useful lives (as defined by the FTA).

Each vehicle has over 100,000 miles. Past experience with vehicle sales indicate that each vehicle will bring in between \$200 and \$1,200 for Red Cross.

M. Schlautman stated that in addition to the Red Cross vehicles, other used Section 5310 vehicles are available for bid throughout the state.

5. Discussion and action regarding the creation of a subcommittee to review and rank applications for FY 2015 Section 5310 Grant Program funds.

C. Runge stated MPO staff has recently participated in several conference calls with other TMAs and WisDOT regarding the upcoming Section 5310 project application cycle.

WisDOT intends to issue program guidelines and application materials on June 16, 2014. It is anticipated that applications will be due on August 15, 2014.

C. Runge stated the Green Bay Urbanized Area was allocated \$163,000 for FY 2015 projects. Green Bay Metro, as the Designated Recipient (DR) for the program, will receive 10% for administrative expenses. The balance will be available for projects.

C. Runge stated that WisDOT told MPO staff that the initial application review and ranking process should be conducted by a group of four or five people. Therefore, he wants to form a TCC subcommittee to review and rank applications for projects within the Green Bay Urbanized Area. The subcommittee needs to be comprised of TCC members who represent agencies that will not be submitting applications for Section 5310 funds for the FY 2015 cycle.

After the TCC subcommittee reviews and ranks the applications, it will report its findings to the full TCC. The full TCC will then develop and forward its approval recommendations to the Brown County Planning Commission Board of Directors (MPO Policy Board) for final approval.

G. Willemon stated that the county intends to apply for a vehicle to replace a county vehicle that was recently removed from service.

G. Maloney asked how much time the TCC subcommittee members will have to commit to review and rank the applications.

C. Runge stated that TCC subcommittee members would need to review project applications, score them, and attend one meeting of the subcommittee to discuss their scores and develop recommendations to the full TCC.

L. Conard noted that the program under MAP-21 was expanded to include former Section 5317 New Freedom activities. This could include funding for a mobility manager that focuses on the transportation needs of seniors and individuals with disabilities.

P. Kiewiz asked if FTA would allow a representative of the DR (Metro) to be on the review subcommittee.

C. Runge stated that a representative of the DR (Metro) can serve on the review subcommittee. However, if the DR (Metro) intends to submit an application for Section 5310 funds, its representatives cannot serve on the subcommittee.

S. Popp agreed and stated that it would be a conflict of interest for any applicant to serve on

the review subcommittee.

C. Runge asked for three volunteers from the TCC to serve on the subcommittee.

Lisa VanDonsel, Pat Finder-Stone, and Mary Schlautman volunteered. C. Runge and L. Conard will also serve on the subcommittee.

L. Conard stated that since the Brown County Human Services Department has indicated it intends to apply for Section 5310 funds, it will be important to coordinate with MPO staff as the project will need to be identified in the upcoming annual *Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* report.

6. Round robin discussion about paratransit service.

S. Popp, D. Johnson, and P. Finder-Stone congratulated Metro staff on the successful survey results.

M. Schlautman stated that she was aware of a situation in which a MV vehicle arrived early at the point of pick-up and told the client that they were unable to board until the official pick-up time.

V. Caldera stated that if the driver was on a meal break, that was acceptable. If not, the driver should have boarded the passenger. V. Caldera will investigate.

V. Caldera stated that MV has not had a preventable accident since November 2013. This period includes the harsh weather experienced in the winter of 2013/2014. V. Caldera also noted that MV has an on-time rating of 99.28% in 2014.

D. Misovec noted that she had been working with MV on refining pick-up locations at the many N.E.W Curative entrance points.

7. Other matters.

The meeting dates for 2014 are as follows:

Monday, September 8, 2014

Monday, December 15, 2014

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

8. Adjourn.

C. Runge closed the meeting at 11:00 a.m.